



CIVREP-NSW4 Industry Specialised NSW

Subject outline

Subject overview

CPP41419 Certificate IV in Real Estate Practice			
CIVREP-NSW1 Industry Fundamentals NSW	CIVREP-NSW2 Residential Sales NSW	CIVREP-NSW3 Residential Property Management NSW	CIVREP-NSW4 Industry Specialised NSW

The CIVREP-NSW4 Industry Specialised NSW is the fourth subject in the CPP41419 Certificate IV in Real Estate Practice. It provides knowledge in specialist areas of the real estate sector, such as in off-the-plan sales, presenting at hearings, and transacting in trust accounts. It is recommended that students complete the subjects CIVREP-NSW1, CIVREP-NSW2, and CIVREP-NSW3 for underpinning knowledge prior to enrolling in CIVREP-NSW4.

Learning outcomes

On successful completion of CIVPS-NSW4 Industry Specialised NSW, students should be able to:

- Demonstrate and interpret legislation in the off-the-plan sales process.
- Evaluate information from developers and meet buyer expectations in off-the-plan sales
- Develop their knowledge of transacting and maintaining the integrity of trust accounts to minimize customer and agency risk
- Demonstrate and apply the hearing process from documentation, presentation and conclusion of hearing.

Topics

- Topic 1: Selling Off the Plan – Developer information
- Topic 2: Selling Off the Plan – Establish and document contingency provisions
- Topic 3: Prepare sale information
- Topic 4: Trust accounts – Legislative requirements
- Topic 5: Receiving trust fund monies and processing payments
- Topic 6: Maintain and protect trust account records
- Topic 7: Presenting at hearings – Preparing your case
- Topic 8: Participating in conciliation
- Topic 9: Presenting your case and completing the hearing process

Units of competency

Subject	Code	Title	Core or Elective	Topic	Exam	Written and oral assignment
CIVREP-NSW4 Industry Specialised NSW	CPPREP4125	Transact in trust accounts	Elective	1 – 9	Yes	Yes
	CPPREP4501	Prepare to complete the sales process – off the plan properties	Elective	1 – 9	Yes	Yes
	CPPREP4503	Present at hearings in real estate	Elective	1 – 9	Yes	Yes

The above 3 units of competency are awarded for the successful completion of CIVREP-NSW4 Industry Specialised NSW; 0 core and 3 electives. These units of competency form part of the CPP41419 Certificate IV in Real Estate Practice. Students will receive a statement of attainment for this subject. If completing the subject within CPP41419 Certificate IV in Real Estate Practice, students will be issued a qualification certificate, and the skillsets “CPPSS00065 Residential Property Sales”, and “CPPSS00066 Residential Property Management.

Note: The assessment is listed by unit of competency, above. The assessments within the subject are combined covering multiple units of competency. Refer to ‘Assessment tasks’ for further information.

Subject entry requirements

There are no entry requirements for this subject.

However, for underpinning knowledge, it is recommended that students complete CIVREP-NSW1 Industry Fundamentals NSW, CIVREP-NSW2 Residential Sales NSW, and CIVREP-NSW3 Residential Property Management NSW prior to enrolling in this subject.

Subject duration

Students have a total of 12 weeks to complete the learning and assessment requirements for the subject, CIVREP-NSW4 Industry Specialised NSW, from their initial enrolment date.

An additional four (4) weeks resubmission time, which will be granted if all assessment tasks have been attempted and the student has been deemed not yet competent in one or more tasks. This time can be used to resubmit a written and oral assignment or resit an exam. There is no fee for this extension.

Therefore, if a student completes the learning and assessment, and the resubmission time is granted, the duration will be 16 weeks.

The **amount of training** for this course may be up to 15 hours per week. The amount of training is the hours an individual can expect to spend to complete their subject work and assessments.

In addition to the amount of training, individuals who are new to industry or vocational training could need up to 5 hours per week known as **unsupervised hours**. These additional hours are for study skills or further research. For example, an individual not working in industry would need more time to review industry websites that are usually introduced in workplace compliance training.

Individuals working in industry may be able to complete the subject requirements in a shorter timeframe or less hours per week.

If a student applies for extensions beyond the 16 week completion timeframe or is granted special consideration, and is enrolled in CPP41419 Certificate IV in Real Estate Practice, the maximum period of time to complete the qualification is two (2) years from the qualification activation date. If enrolling in single subjects with the intention of completing a qualification, the two (2) year timeframe is calculated from the initial activation date of the first subject.

Additional study-related fees apply to formal extensions and re-enrolments.

Please refer to the Vocational Education Fees schedule found [here](#).

Please also refer to our Vocational Education and Training (VET) Enrolment Terms and Conditions [here](#) or our Student Handbook [here](#) for important information on:

- Subject activation and completion timeframes
- Extensions
- Subject re-enrolment.

The subject is delivered online and does not include hard copy notes.

Delivery mode

This subject is delivered online.

Kaplan’s online learning portal, KapLearn, enables the provision of innovative, interactive learning resources and support. KapLearn can be accessed anywhere, at any time, using a computer or mobile device that has internet access.

KapLearn is the access point for course notes, supplementary learning material, practice activities and assessments. KapLearn is also the access point for ongoing support. The ‘Ask your tutor’ forum provides continuous technical support from subject matter experts.

Assessment tasks

The assessment tasks for this subject are listed below. Units of competency are co-assessed by topic within subject, as follows. The units of competency are co-assessed, as listed earlier in ‘Units of competency’.

Subject	Topic	Assessment	Assessment Detail
CIVREP-NSW4 Industry Specialised NSW	1 – 9	1 Exam	Supervised, open book multiple choice examination, four (4) attempts.
	1 – 9	1 Written and Oral Assignment	Written and oral assignment – two (2) attempts <ul style="list-style-type: none"> • Written - short answer questions, case studies • Oral - oral questions/role play/presentation The mode of oral assessment is by audio recording. As part of the course requirements, individuals will need to find a volunteer to assist with their role play in the oral assignment.

Students may attempt the exam and/or submit their written and oral assignment at any time if they believe they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines.



Students must be deemed competent in all assessment items, including demonstrating competency in all the exam questions.

Recognition of Prior Learning

Individuals may be able to obtain Recognition of Prior Learning (RPL) for a Kaplan Professional award subject based on their previous study and/or work experience. To do this, individuals must submit evidence that demonstrates they have already met the requirements of the subject through these other means. Evidence can take many forms, such as information about approved study, information about work experience, certificates, transcripts or other credentials. To find out if you are eligible for RPL, refer to our [Credit Transfer and Recognition of Prior Learning \(RPL\)](#) page.

Fees

An updated schedule of fees is available at the Kaplan Professional website: <www.kaplanprofessional.edu.au>.

Student policies

Students who enrol in a Kaplan course are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies before they enrol by going to the Kaplan website: <www.kaplanprofessional.edu.au>. The policies also assist students when their study program does not go as planned and they need extra support.